

ACCIDENT REPORTING REQUIREMENTS

WHO: Accidents must be reported to the Portland District Safety Office for those employees who are *military, civilian, and contractors*. Also included are *members of the public* if the accident is a fatality or permanent total disability.

WHAT: There are 4 categories of accidents that require reporting to the Safety Office:

1. **Lost time/Medical accidents** - Accidents where there is lost time &/or the employee goes to the doctor.
- 2~ **Property Damage**- Regardless of the \$ amount of damage, accidents must be reported. For accidents of \$2,000 or more an ENG 3394 must be completed.
3. **Motor Vehicle** - Regardless of the \$ amount of damage, accidents must be reported. For accidents of \$2,000 or more an ENG 3394 must be completed.
4. **Public Fatality** - Accidents involving members of the public resulting in a fatality or permanent total disability.

WHY: The Corps investigates accidents due to OSHA requirements, Army regulations, and Executive Order.

WHEN: Notification of an accident must be reported to the Safety Office within 24 hrs of its occurrence~ If the accident is reportable (meets 1 of four criteria), an ENG 3394 must be completed within 12 days of the accident.

WHERE: Locations where accidents are considered reportable:

Military personnel (on duty 24 hours/day) - wherever duty station is located.
Civilian personnel - when on duty wherever duty station is located & when on TDY.
Contractor personnel - when on duty wherever duty station is located.
Members of Public - when visiting USACE sites (i.e. lakes, dams, or projects).

ACCIDENT REPORTING FORMS

Immediate Report of Accident or Exposure (NPP 385-40b-R) - Within 24 hours of the accident, this form, must be received by Safety Office. One page providing preliminary information.

CA-1 – OWCP form for Notice of Traumatic Injuries and Claim for Continuation of Pay/Compensation.

CA-2 – OWCP form for Notice of Occupational Disease and Claim for Compensation~

Accident Investigation Report ENG 3394 - Form for all reportable accidents~ Comprehensive, detailed description of accident.

FORMS AND SCHEDULE REQUIREMENTS

ACCDT TYPE	IMMEDIATELY CALL NWP-SO	* NPP 385- 40b-R IMMED. RPT OF ACCDT	**ENG 3394 ACCDT. RPT FORM	***CA-1 or 2 OWCP FORMS	SF 91 OPERATOR'S RPT OF M/V ACCDT
<u>INJURIES/ILLNESS</u>		X	X	X	
• All Govt cases where CA-I or 2 are filed					
• All Contr lost time cases		X	X		
♠ • 3 or more people hospitalized (if Govt)	X	X	X	X	
<u>MOTOR VEHICLE DAMAGE</u>	X	X	X		X
• All Govt cases where \$2,000 or more					
<u>PROPERTY DAMAGE</u>	X	X	X		
• All Govt and contr cases where \$2,000 or more					
♠ • \$200,000 or more	X	X	X		
<u>♠ FATALITY/PERM. TOTAL DISABILITY</u> (Govt/Contr)	X	X	X		
<u>FATALITY/PERM TOTAL DISABILITY</u> (Members of Public)	X	X	X		

* Form due within 24 hours of accident.

** Form due within 12 days of accident.

*** Form due within 3 days following receipt by supervisor.

♠ Accident severity requires a Board of Investigation/ 8 hour requirement for reporting fatalities and hospitalizations of 3 or more employees. B of I requires evidence at scene to be preserved & when unique circumstances require moving evidence it will be stored/safeguarded until released by board president. Individuals involved in/having knowledge of accident are to be available for interview by Board.

FIVE KEY ACCIDENT REPORTING GUIDELINES

1. On any injury requiring medical attention, the supervisor is to accompany the injured to the doctor for assistance as needed and to discuss the availability of light duty.
2. **Emphasize taking employee to doctor the same day as the accident if there is any reason to believe employee will need to see the doctor at a later time.** This practice will prevent accidents from becoming lost time accidents.
3. First line supervisors should periodically remind their employees to immediately report accidents to them, regardless of the accident's significance.
4. All notification of accidents should be done through the appropriate chain of command.
5. **Contractor** accidents are not recordable unless there is **lost time**.

NOTE: Clarification of any of the above information should be directed to the Safety Office.